

# Park County

## Job Description



<b>Title:</b>	Building Maintenance Technician I	<b>Code:</b>	<b>317</b>
<b>Division:</b>	Building	<b>Effective Date:</b>	3/18/2019
<b>Department:</b>	Building & Grounds	<b>Last Revised:</b>	

### GENERAL PURPOSE

Performs a variety of **entry-level** duties as needed to complete various maintenance projects including maintenance and repair of county facilities and environment. Performs **entry-level maintenance** on complex heating, ventilation, plumbing, electrical and climate control systems and voice and data lines. Conducts duties necessary to maintain facilities and equipment in a clean, safe and operable condition.

### SUPERVISION RECEIVED

Works under the general guidance and direction of the Department Superintendent/supervisor.

### SUPERVISION EXERCISED

May supervise temporary seasonal or provisional employees on specific tasks or projects.

### ESSENTIAL FUNCTIONS

Performs basic electrical and preventive maintenance on facility systems and equipment; must display a willingness to learn, troubleshooting, circuits, systems, fixtures, controls, and equipment; air conditioning system; domestic hot water systems, boiler, refrigeration units, compressors, lighting systems, electrical systems, pneumatic controls, electrical and electronic controls, etc.

Performs visual examinations and operational tests of equipment in various buildings including air handlers, air conditioners, boilers, elevator and central fire alarm systems; Notifies Maintenance Supervisor when equipment is in need of repair or replacement.

Performs basic plumbing work including removing, cleaning, replacing, packing and sealing defective parts of utility, supply and disposal systems such as dirty traps, sections of broken tile pipe and leaky drains; works with sewer drain cleaning equipment to maintain jail and county building sewer lines.

Performs on-call duties; performs minimal office duties, including input of work order records. Responds to emergency situations in all county facilities when notified by supervisor or by the security paging system.

Performs general maintenance in repair and maintenance of windows, grills, gates, plumbing, fixtures, and electrical connections.

Performs basic maintenance on all snow removal and lawn equipment as well as assigned vehicle.

Participates in the maintenance in facility and grounds environment; mows lawns, trims bushes and shrubs, grooms flower beds and related garden areas; operates hand and power tools; operates heavy equipment, i.e., bucket truck, plow, tractor, etc. to perform grounds maintenance, may be required to paint interior and exterior surfaces of county buildings; performs basic repair to office equipment if applicable.

Performs snow removal from walks, steps and parking lots using various snow removal equipment. Required to lift heavy objects such as file cabinets, furniture and various pieces of equipment.

Maintain regular and punctual attendance. Must be able to work flexible hours including nights and weekends if requested.

**MINIMUM QUALIFICATIONS**

1. Education and Experience:

A. High School Diploma; GED, or equivalent,

2. Required Knowledge, Skills and Abilities:

**Some knowledge of** construction codes and standards; market conditions and materials; estimate procedures; building phases related to carpentry, plumbing, masonry, electrical wiring, etc.; effective practices in floor, carpet, wood work, and fabric care and cleaning; tools, materials, and equipment essential to building maintenance, construction, repair, and cleaning; personal computer and various software applications or specialized facilities management software; interpersonal communication skills.

**Ability to** work under varying weather conditions; communicate effectively, verbally and in writing; develop effective working relationships with elected officials; peers, and the public.

3. Special Qualifications:

Must possess a valid Wyoming Driver's License  
If applicable to the position, tech must acquire license for herbicide application.

4. Work Environment:

Incumbent of the position performs both indoor and outdoor physically demanding duties. Tasks require variety of physical activities, generally involving muscular strain, such as lifting, walking, standing, stooping, reaching, hearing and seeing. Common eye, hand, finger, leg and foot dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking, and guided problem solving. May be required to lift in excess of 50 pounds in normal course of job performance.

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)